

EXERCISE POINTS OF CONTACTS

For more information, on the exercise, please consult the following points of contact (POCs):

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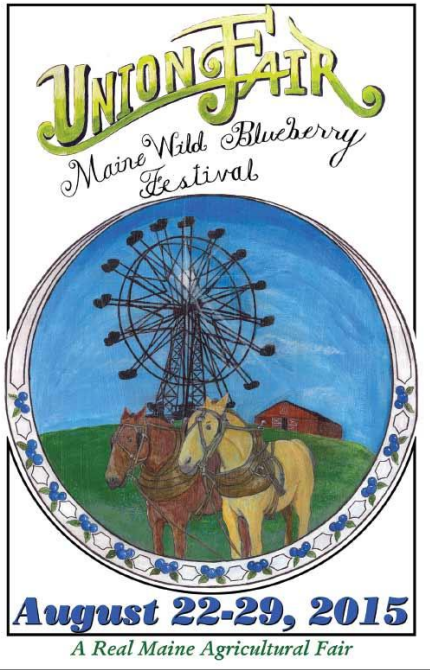
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2015 Union Fair Table Top Exercise



***Knox County Emergency
Management Agency,
Union Fair Staff,
Union Fire Dept.,
Union Ambulance,
Knox County Sheriff
Office***

2015 Union Fair Table Top Exercise July 13, 2015

PREFACE

This small group table top exercise (or TTX) is sponsored by the Union Fair and your Town & County-level Emergency Management Agencies. It generally follows guidance provided by the Federal Emergency Management Agency (FEMA), Homeland Security Exercise and Evaluation Program (HSEEP).

This brochure, along with the newly revised Union Fair Emergency Action Plan (EAP), should provide you with the essential tools for your role in the exercise. You should review both prior to the TTX.

A TTX allows participants to gauge effectiveness of existing plans and procedures against targeted incidents. It is comprised of an opening introduction, a review of start-up information, and several scenarios to initiate discussion among players.

The TTX is scheduled to be held at the fairground restaurant Monday, July 13, 2015, 6:30-8:30 pm.

The TTX will end with a brief participant “hot wash” or review of lessons learned. These lessons learned may be incorporated into the Union Fair EAP where appropriate.

TTX SCHEDULE

Welcome	6:30 - 6:40
TTX Introduction	6:40 - 6:50
Scenarios	6:50 – 8:15
Review (“Hot Wash”)	8:15 - 8:30

PURPOSE

The purpose of this exercise is to provide participants an opportunity to test the current Union Fair Emergency Plan against a series of possible emergencies. It will also allow Fair Directors and staff members to work with others to resolve several key problems.

The exercise will feature the National Incident Command System; as structured for a major public event and require coordination and collaboration among Union Fair staff and local first responders.

The role of public information strategies as they apply to community information and notification will be considered.

TTX PARTICIPANTS

- Players respond to the situation presented based on expert knowledge of response procedures, current plans and procedures, and insights derived from training.
- Observers attend for professional familiarization and may be asked to provide feedback based on their own knowledge of emergency plans and best practices. They may participate in facilitated discussion and offer comments during the hot wash as appropriate.

EXERCISE GUIDELINES

- This is an open, low-stress, no-fault environment. Varying viewpoints or differences of opinion are expected and are valuable to the process.
- Please respond based on your knowledge of current plans and capabilities (i.e., you may use only existing assets) and insights derived from training.
- Decisions are not precedent setting and may not reflect the organization’s final position on a given issue.

ASSUMPTIONS AND ARTIFICIALITIES

In any exercise a number of assumptions and artificialities may be necessary to complete play in the time allotted. During this exercise, the following apply:

- The scenario is plausible, and events occur as they are presented. Participants are asked to “work” the scenario as presented and refrain from “fighting” it.
- There are no “trick” questions.
- All players begin the exercise based on their fair roles and assignments, and will have reviewed this brochure prior to the TTX. Information to develop the scenario and encourage discussion will be provided as the exercise progresses.

EXERCISE OBJECTIVES

Exercise design objectives are focused on improving understanding of planning and response concepts, identifying problems or opportunities for improvement, and/or providing an opportunity discussions and communication among emergency team members and staff. The exercise will focus on the following Core Capabilities:

- **Planning.** Evaluate the current plan against several emergency scenarios. Determine if planned response is plausible, reasonable, and effective.
- **Operational Coordination.** Discuss establishment of emergency command and coordination. Evaluate effectiveness of emergency staffing, management and decision making protocols.
- **Situation Assessment.** Determine strengths and weaknesses in current plan as they relate to command, and control, and coordination and integration of various response resources. Identify critical issues and potential solutions.
- **Operational Communication.** Review current communication plan and determine effectiveness of communication among staff and external response agencies.

INSTRUCTIONS FOR BEGINNING THE EXERCISE

Each participant will be provided with this brochure before the exercise and should be familiar with the start-up scenario.

During the exercise, you will be given a series of scenario “injects” for incidents which could occur during the Union Fair. You should be prepared to participate in a short group discussion as various scenarios are presented. Exercise facilitators will be available to guide you as necessary. As a group, you will review and discuss how the current plan covers the incident. You will also discuss actions key fair managers or public safety agencies might take in response to the scenario injects. There will be a facilitated discussion for each specific scenario inject.

This TTX will be followed up in two weeks with a communication exercise (COMMEX) which will test radio internal communications among key staff members and external communications with public safety response agencies.



EXERCISE START-UP AND SCENARIO

The 2015 edition the Union Fair is underway!

The National Weather Service (NWS) forecast for the start of the 2015 Union Fair is for hot and humid weather with chance of thunderstorms each day. On opening day, weather is hot with temps in the high 80’s. On Sunday tropical storm “Gail” forms off the Florida coast. An approaching cold front late Wednesday may bring a greater chance of strong thunderstorms. The cold front will bring some relief from the heat and humidity for the remainder of the weekend.



**THANK YOU FOR
YOUR
PARTICIPATION!**